



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

\$3,918 to \$4,906

LEGAL ANALYST

(Limited Term 24 months)

Multiple Positions

**FRAUD LIAISON BUREAU – ENHANCED FRAUD
SAN FRANCISCO**

RESPONSIBILITIES:

Works independently under the general direction of an attorney; assists in civil litigation involving complex legal issues; performs legal research; drafts pleadings for attorney review; assists with production of documents in response to subpoenas, discovery; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations; researches and reports on legislative histories; conducts historical research on assigned filings; provides training classes, and develops training materials for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:

Knowledge of basic legal concepts, terminology, principles, and procedures;
Knowledge of legal reference materials;
4 years experience in civil litigation procedures and discovery under the California law;
4 years experience in legal research and analysis;
Ability to reason logically and accurately analyze situations;
Prepare reports and summary sheets;
Draft litigation discovery documents;
Use of state of the art civil litigation software and discovery;
Experience in data research;
Work cooperatively with attorneys and members of the support staff

WHO MAY APPLY: Applications will be accepted from current State employees within transfer range, or individuals who have list eligibility for **Legal Analyst**. Training and Development Assignments may be considered. This position is a limited term for twenty-four (24) months; however, this position may become permanent in the future. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

All applications, regardless of the type of eligibility, must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

APPLICATION PROCEDURE: Please mail a completed standard State Application STD 678, and proof of meeting the minimum qualifications of the classification to Susan Harrigan, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for this position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. PLEASE INDICATE "Legal Analyst, PSN # 413-236-5237-xxx" **ON THE STATE APPLICATION.**

Applications must be postmarked by the final filing date to be considered. For additional information, please call Susan Harrigan, at (916) 492-3260.

FINAL FILING DATE: April 22, 2015 by 5:00 p.m. – Close of Business

NOTE: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.